

IV. Administration and Evaluation

This section contains information on items that you will need to submit as part of the contractual obligations for this program.

Progress Reports

This section details the types of information that coaches and program administrators will need to collect throughout the program and the frequency for submission of these reports.

Evaluation

This section describes how the effectiveness of the program will be determined through the use of a unique internet-based program, as well as from written feedback from both the Coaches and the participants.

◇ **Journey Mapping Instructions**

This gives detailed instructions for coaches and participants on how to use the internet-based journey mapping program.

◇ **Coach Pre-Program Assessment Form**

This form assesses the Coaches' expectations and their readiness to begin the program. The Coach should fill out one of these at the beginning of each new program session.

◇ **Coach Follow-up Evaluation Form**

This form is the Coaches' evaluation on the success of the program. The Coach should fill out one of these at the end of each separate program session.

◇ **Participant Feedback Form**

This form solicits participant's feedback on the success of the program and how effective it was in helping them with their health goals.

Progress Reports

Progress Reports

The contractor will be required to provide a detailed work plan, quarterly reports and a final report as described in the schedule of deliverables. These reports will provide a historical record of project activities and should be as objective and unbiased as practical with a special focus on constructive criticisms and recommendations for improvement that might enhance implementation of future PYPTH programs.

Work Plan

Contractors must prepare and submit a detailed work plan within thirty days of contract award to the Project Officer (OWH Regional Office). The plan should include an explanation of the contractor's approach to implementing the program, workshop and event content, length of workshops and events, information on educational and resource materials for each PYPTH theme, community resources, program personnel, and program participants including information on the number of program participants, as well as information on journal recording, program follow-up, and program evaluation.

The Project Officer will arrange a teleconference or face-to-face meeting to discuss the work plan, timelines, tasks, and budget.

Quarterly Reports

Contractors will furnish quarterly progress reports detailing current status of individual tasks related to program design, program implementation and program evaluation. The report shall be narrative in form and shall include the following information:

- A summary of progress in program design, implementation and evaluation to include contractor's experience to-date in attempting to implement the program, the percentage of participants continuing to stay with the program, and the anticipated beginning and completion date for individual tasks.
- Participant feedback to-date on progress in implementing action steps based on the participant feedback form and verbal feedback received by coaches from participants. Coaches will have the opportunity to record oral feedback in an OWH-provided feedback database, called *Journey Mapping*. Contractors should ensure anonymity of participants
- Person hours of time and dollars expended on individual tasks for the present reporting period and year to date by type of personnel utilized (Coach, Speakers, Program Manager).
- Section on Current/Anticipated Problems/Issues and Impact on Cost and Completion Date.

Final Report

The Contractor shall submit a draft of the final annual report one month before the end of the contract period. The Project Officer will respond to the draft within two weeks.

A final narrative report assessing the efficacy of implementing the PYPTH model in a community setting and using the PYPTH program to motivate, educate, and empower women to take steps toward health improvement shall be provided. The report must document significant work activities during the entire length of the contract and include participant feedback. Contractors shall include the actual participant feedback form filled out by participants and take steps to ensure anonymity of participants. This report will provide a historical record of major work activities and should be as objective and unbiased as practical, with a special focus on constructive criticisms and recommendations for improvement that might enhance implementation of future PYPTH programs.

Evaluation

Journey Mapping

Journey Mapping is a unique, one-of-its-kind tool that is ideally suited for meeting multi-site reporting requirements. The tool is Internet-based and allows coaches and women at each site to be provided with unique passwords and be positioned to log in and document their unique experiences as they occur. Additionally, the application offers instant reporting capabilities. This will allow program directors to track progress in near real-time, glean best practice examples, and quickly share findings across all sites.

The Office on Women's Health will encourage each community-based program to use this customized, Internet-based application to assist them in mapping the journey of women who participate in the programs. The contractor, Pacific Institute for Research and Evaluation (PIRE), will be responsible for setting up users at each site, training them in journey mapping, and providing unlimited off-site support for the entire year to ensure optimum use of the application.

Coaches Assessment

The Office on Women's Health would like to obtain coaches' feedback at the beginning and end of the program on their expectations from the program, whether or not the women will be able to change health behaviors, implement action steps, or reach their goals and to specify if goals were partially reached. Written feedback should be obtained from coaches using the Coach Pre-Program Assessment Form and the Coach Follow-Up Evaluation Form. Coaches may record participants' progress through the journey mapping system.

Written Participant Feedback

It is the responsibility of the coach to obtain written participant feedback at the end of the program on whether or not the women were able to change health behaviors, implement action steps, or reach their goals and to specify if goals were partially reached. Written feedback should be obtained from participants using the Participant Feedback Form. This form should be given to every participant who completes (or doesn't complete for whatever reason) the program.